CREATING COMMUNITY CHANGE

INTERN RESPONSIBILITIES

JOB BRIEF

We are looking for an enthusiastic intern to join our Embracing Aging (EA) initiative and our subsidiary, TroveStreet, LLC (TS) to help achieve our goals.

As an intern, you will collaborate with our EA managing director/TS executive director in all aspects of creating community change. Your insightful contribution will help develop, expand and maintain our work to improve livability of York County, reframe stigma of aging, provide grants to nonprofit organizations serving people age 50 and older, and help individuals improve their quality of life.

This internship will help you acquire a wide-variety of skills and provide you with knowledge of various marketing, operational, and grantmaking strategies. Ultimately, you will gain broad experience in what goes behind leading work to shift culture and create systemic change, which will be beneficial to your entry into any fast-paced work environment.

Visit www.EmbracingAging.org and www.TroveStreet.com for a better understanding of the focus of these areas.

OPPORTUNITIES

- Expanded work portfolio
- Work on real-initiatives that create community change
- Hands-on experience
- Gain an understanding of how nonprofit marketing, operations, and grantmaking works

RESPONSIBILITIES

Assist and support the EA managing director/TS executive director in daily strategy, marketing, grantmaking, and administrative tasks, which include:

- Follow up with partners, track data, and provide updates for York County’s Age-Friendly Action Plan
- Administrative support of marketing and communications activities (e.g. social media posts, Senior Moments video series, e-newsletter content, presentations, and events)
• Research informative articles and best practices for inclusion in TS’s resource center
• Connect with perspective and current grantees regarding applications, questions, and progress reports; gather info on the impact of grants awarded
• Monitor aging resources; flag important content and opportunities
• Tally and summarize Dismantling Ageism evaluations, a learning session on ageism and its impact
• Track and log impact data (# of sessions conducted, # of people reached, results, etc.)
• Other duties as assigned

QUALIFICATIONS

• Willingness to learn and ability to learn quickly
• Excellent communication skills: solid grammar, ability to convey messages clearly, courteous manner via email and telephone
• Experience with social media platform Facebook
• Ability to work independently, complete projects within deadlines, adapt and be resourceful
• Good organizational and prioritization skills
• Dependable and able to maintain confidentiality

DETAILS

The internship position is currently a paid, primarily remote (possible occassional in office) position for 15 -20 hours per week for 6 to 8 weeks, fall 2022. $20/hour.

Internship applicants must have access to a computer with camera and microphone, phone, and internet. YCCF operates on Windows Microsoft.

Please submit all resumes to Cathy Bollinger, Managing Director of Embracing Aging and Executive Director of TroveStreet at cbollinger@yccf.org by September 9. Internship to start on or before September 19.